

GENERAL SUBMITTAL TRANSMITTAL FORM

Please fill in all information as completely as possible. One "submittal type" per form. Highlighted areas are information necessary for documents sent to the Technical Reference Center.

Submittal Type: <input checked="" type="checkbox"/> One <input type="checkbox"/> Material Description <input type="checkbox"/> Shop Drawing <input type="checkbox"/> O&M Manual <input type="checkbox"/> Specification <input type="checkbox"/> Calculations <input type="checkbox"/> Warranty <input type="checkbox"/> Other:	Submittal No.	Port Project Name	Port Business Unit:	Port EAN	Port of Portland
Submitted By (name of person)		General Contractor		Contractor Job No.	
Port Drawing Reference		Sub-Contractor			
Drawing No.		Router		Primary Consultant	
Sht. No.					

Transmittal Routing ("From" > "To")	Copies	Attention (destination name)	Date Sent	Date Rec'd	Date Due
Contractor > Port Const.					
Port Const. > Consultant					
Consultant > Sub-Consultant					
Sub-Consultant > Consultant					
Consultant > Port Engineering					
Port Const. > Port Engineering					
Port Const. >					
Port Engineering > Port Const.					
Port Const. > email Contractor					
Port Const. > TRC		TRC Specialist			

Specification Reference		Submittal Title or Description	Action			
Section No.	Paragraph No.		A	B	C	D

CONTRACTOR/CONSULTANT/PORT NOTES:	TRC USE ONLY	For Port Use <input type="checkbox"/> <hr style="border-top: 1px dashed black;"/> <input type="checkbox"/> <hr style="border-top: 1px dashed black;"/> Date Rec'd At TRC: <input type="checkbox"/> <hr style="border-top: 1px dashed black;"/> Index No: <input type="checkbox"/> <hr style="border-top: 1px dashed black;"/> Document Quality: <input type="checkbox"/> OK <input type="checkbox"/> Resubmit	SUBJECT TO ALL CONTRACT REQUIREMENTS A = PROCEED B = CORRECT AS NOTED & PROCEED C = REVISE AND RESUBMIT D = FOR INFORMATION ONLY
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